

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

7 JUN 1974

MEMORANDUM FOR: Acting Deputy Director of Security (P&M)

SUBJECT : SRD Productivity Data, May 1974

1. Attached is a copy of the SRD Statistical Report covering Fiscal Year 1974 through 31 May 1974.

2. A comparison of the FY 1974 statistics with FY 1973 statistics reveals minor decreases in both Case Processing and Communications activities. The small decline in the number of cases received has had a significant effect on Information Processing Check activities where the number of units produced has decreased by approximately one-third. The number of units produced in Filing activities is considerably lower than a year ago, but we have produced more units per assigned man-year. During FY 1974 12 man-years have been assigned to Filing activities, as compared to 14 in FY 1973.

3. Other activities reveal increases with notable trends in Indices, Computer Support, Compartmented Information and Microfiche Activities. The increase in Indices activities is attributed to the heavy purging of large groups of names which will continue for some months. The Computer Support and Compartmented Information activities probably indicate a real increase in work load over 1973. The increase in Microfiche activities is considerable, with more than 8,700 files being filmed in the last two months.

4. Monitoring of the SPECLE and SANCA terminals reveals considerable down time for May - 44 hours and 41 hours, respectively. In addition, the SANCA batch run was late more than 29 hours.

STATINTL

for

Chief,
Security Records Division

Attachment

cc: C/PPB

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PPB 36-160

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)
SRD Productivity Data, May 1974

FROM: 25X1A
[Redacted]
Chief, SRD

EXTENSION: 7338

NO.:

DATE: 7 June 1974

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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Chief, PPB			
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Done
6/10/74

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